



The Arc Tampa Bay Foundation's

Festival of Trees
Tampa Bay

Presented by

AMERILIFE

Decorator Information – Wreaths

Thank you for participating as one of our valued decorators for Festival of Trees. Your contribution to this fundraiser is invaluable!

Schedule

September 29, 2017	9 a.m. – 5 p.m.	Deadline for Decorator applications. Mail/ email to The Arc Tampa Bay Foundation Office. You will receive confirmation once your application has been submitted.
September 29– October 6 , 2017	9 a.m. – 5 p.m.	Decorators pick up wreaths from The Arc Tampa Bay Foundation Office.
Tuesday, Nov. 14	3 p.m. – 8 p.m.	Drop off completed wreaths
Thursday, Nov. 16	10 a.m. 6 p.m. – 8 p.m.	Judging “Just Desserts” – Decorator Award Ceremony Closed Event – No General Admittance
Friday, Nov. 17	9 a.m. – 5 p.m. 6 p.m. – 11 p.m.	Open to the Public – \$5 General Admission PREMIERE NIGHT GALA – \$100 (tickets available) Ticketed Event – No General Admittance
Saturday, Nov. 18	9 a.m. – 8 p.m.	Open to the Public – \$5 General Admission
Sunday, Nov. 19	10 a.m. – 5 p.m.	Open to the Public – \$5 General Admission

www.thearctbfoundation.org

Wreaths are sold on a cash and carry system. If you arrive at Festival of Trees and do not see your wreath on display, please know that it has already found a good home and raised money for The Arc Tampa Bay Foundation.

Guidelines for Wreath Decorating

Wreath: The Arc Tampa Bay Foundation will provide you with a green wreath. Note: Wreaths will be assigned on a first-come, first-served basis. You will be notified by The Arc Tampa Bay Foundation if you have selected a wreath and it is no longer available.
No food, candy or live materials may be used in decorating your wreath.

Electricity: One electrical outlet will be provided for each space. **YOU ARE REQUIRED TO PROVIDE A MULTI-PLUG EXTENSION CORD WITH SURGE PROTECTORS.**

Securing Decorations: Your wreath will be picked up and moved at least three (3) times. **DECORATIONS MUST BE SECURED ONTO THE WREATH WITH WIRE, FISHING LINE, ETC.** All decorators agree that they will comply with this critical instruction. Any decorator who has not wired or tied all items onto their wreath will be asked to return to The Long Center to correct the issue. If the decorator is unable to return, The Arc Tampa Bay Foundation may, at its discretion, have the wreath removed from Festival of Trees and declared ineligible for judging.

Festival Tickets: Decorators and Sponsors will be recognized at “Just Desserts” to be held at 6:00 PM on Thursday, November 16 at The Long Center. Celebration includes sweet treats, coffee and a special decorator awards ceremony.

- Decorating a wreath, you will receive two (2) complimentary tickets to “Just Desserts” and two (2) complimentary General Admission tickets to Festival of Trees.

Judging: Wreath details including decorator name are not known to judges. All judging is done by independent volunteers and community leaders.

Contact:

*The Arc Tampa Bay Foundation
Attn: Morgan Snyder
1501 N. Belcher Rd., Suite 244
Clearwater, FL 33765
Phone: 727-797-8712
Email: FOT@thearctbfoundation.org*